

MEMORANDUM

TO: All Principals

FROM: Sowmya Kumar, Assistant Superintendent
Office of Special Education Services

SUBJECT: FM Units – Sound Field Equipment for Students with Auditory Impairment (AI)

CONTACTS: Angela Terry, Manager, AI/VI Services

Audiology Department 713 556-7890
Chester Charles ccharle5@houstonisd.org
Rebecca Tompkins rtompkin@houstonisd.org
Joey Ogle jogle1@houstonisd.org

HISD provides students with auditory impairment individual FM units or sound field equipment as determined through the ARD/IEP process. Please adhere to the following guidelines to ensure proper management and use of this equipment:

- Assign a staff member to retrieve system from the audiologist, located at T.H. Rogers
- Assign a staff member to perform daily checks to ensure that unit is operating efficiently
- Report all problems concerning the FM unit to the AI itinerant teacher assigned to the campus or to the Audiology Department at 713 556-7890.
- Sample forms are attached to document daily checks and concerns. Adapt as needed on your campus.
- Additional training can be accessed through the assigned AI itinerant teacher or the Audiology Department.
- Return the units at the end of the school year or if the system is no longer needed to implement the student's IEP.

Please call the Office of Special Education Services at 713-434-4700 Ext 495 if you have any questions or need clarification.

Thank you for your support.

Attachment

cc: Direct Reports
Special Education Program Specialists
Middle and High School Special Education Department Chairs